

# **CITY OF BURBANK SUSTAINABLE BURBANK TASK FORCE**

***Police-Fire Community Room  
Police-Fire Building  
200 N. Third Street  
Burbank, California 91502***

**September 21, 2009  
4:30 P.M.**

This facility is disabled accessible. In compliance with the Americans with Disabilities Act (ADA), if any special assistance is needed to participate in this meeting, please contact the City's ADA Coordinator at (818) 238-5002 (voice) or (818) 238-5035 TDD. Advance notification of 48 hours will permit the City to make reasonable accommodations to assure accessibility.

This agenda lists each item of business that the Sustainable Burbank Task Force may discuss or take action on at this meeting. Copies of staff reports and all other written documentation relating to each agenda item can be made available by calling (818) 238-3800. Copies are available for public inspection and review at the Public Works Field Services counter at the Public Works Yard located at 124 S. Lake Street.

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. ORAL COMMUNICATIONS**

(Limited to items on the printed agenda or items regarding the business of the Sustainable Burbank Task Force. The Task Force has adopted rules to limit oral communications to 2 minutes; however, the Task Force reserves the right to extend this time period.)

- A. Task Force Member Communication
- B. Staff Communication

**IV. APPROVAL OF MINUTES**

August 17, 2009

**V. SELECTION OF SUSTAINABLE BURBANK TASK FORCE MEMBERS TO ATTEND  
METROPOLITAN WATER DISTRICT EDUCATIONAL TRIP**

Burbank Water & Power has informed staff that the Metropolitan Water District (MWD) is hosting an educational trip to selected northern California State Water Project facilities and Delta region on October 24 and 25, 2009. Burbank has been allotted ten (10) spaces, of which two (2) have been reserved for the Sustainable Burbank Task Force. The Task Force will discuss and select two members to attend, if desired.

**VI. SELECTION OF SUSTAINABLE BURBANK TASK FORCE MEMBERS TO SERVE ON OLIVE  
AVENUE STREETSCAPE COUNCIL SUBCOMMITTEE**

On September 8, 2009, the City Council appointed two Council Members to serve on a new Council Subcommittee for the Olive Avenue Streetscape and requested that two members from the Sustainable Burbank Task Force also be appointed. The Task Force will discuss and select two members to serve on the Council Subcommittee for the Olive Avenue Streetscape.

**VII. FOCUSED DISCUSSION – SUBCOMMITTEE REPORTS**

Four Sustainable Burbank Task Force Subcommittees have been formed to date: Water Subcommittee; Transportation Subcommittee<sup>1</sup>; Urban Design Subcommittee; and Energy Subcommittee. Representatives from each subcommittee will present the results of their work to date and obtain support or other direction from the full Task Force regarding the subcommittees' recommendations.

**VIII. FOCUSED DISCUSSION – PUBLIC OUTREACH**

The City of Burbank's newly appointed Public Information Officer, Keith Sterling, will give an overview of the City's public outreach program and solicit input from the Task Force regarding this program and the Task Force's Council-directed efforts to "help engage the community by participating in various public education, outreach, and promotional activities related to environmental sustainability."

**IX. SUSTAINABILITY-RELATED CITY COUNCIL AGENDA ITEMS**

Task Force members requested that staff advise the Task Force when there are Council agenda items related to sustainability. Due to the broad scope of work that could be considered related to sustainability, staff recommends that Task Force members check the City's website each week for the upcoming agenda and agenda items' supporting documentation. The agendas, which can be found at <http://www.ci.burbank.ca.us/index.aspx?page=558> , are typically posted each Friday afternoon before 5 p.m.. In addition, the City Clerk's office publishes a Council agenda forecast on the City's website, which is posted at <http://www.ci.burbank.ca.us/index.aspx?page=764>. If there are Council agenda items that have been specifically discussed by the Task Force, staff will make a good-faith effort to provide notice to the Task Force when those items will appear before Council.

**X. ADJOURNMENT**

To October 19 , 2009 at 4:30 p.m. at the Burbank Police Department, Police Community Room, 200 N. Third Street.

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<sup>1</sup> Staff has been informed that the Transportation and Urban Design subcommittees have subsequently merged into one subcommittee.